

SECTION 10: VENDORS

Add and Change Vendor Screen Examples

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Add Vendor Example: Board and Commission Member

```

FDE 505-10:  ADD VENDOR                                     B 1666598 S 0001

  VENDOR NUMBER _____ BATCH EFF DATE 09/21/2011
  DOCUMENT NUMBER _____
  SOURCE RD CODE _____ ACTIVE (Y/N) Y

VENDOR LEGAL NAME JOHN DOE_____
DBA NAME/ADDRESS _____
VENDOR ADDRESS 1234 BOARD ST_____
CITY JUNEAU_____ STATE AK ZIP CODE 99811 - 0204

BUSINESS TYPE BRD BOARD/COMM MEMBER VENDOR CLASS BC BOARD/COMM MEMBER
TAX OR EMP ID SSN123456789 1099 REPORTABLE (Y/N) Y

VENDOR EMAIL/CONTACT _____ PHONE _____ EXT _____

VENDOR SHORT NAME JOHN DOE_____
VENDOR NOTES _____
_____
_____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDAT QUIT SUBMT ERRS BASE PFKYS HELP

```

Add Vendor Example: Election Worker

```

FDE 505-10:  ADD VENDOR                                     B 1666580 S 0001

  VENDOR NUMBER _____ BATCH EFF DATE 08/25/2011
  DOCUMENT NUMBER _____
  SOURCE RD CODE _____ ACTIVE (Y/N) Y

VENDOR LEGAL NAME JOHN DOE_____
DBA NAME/ADDRESS _____
VENDOR ADDRESS 1234 BOARD ST_____
CITY JUNEAU_____ STATE AK ZIP CODE 99811 - 0204

BUSINESS TYPE ELE ELECTION WORKER VENDOR CLASS EW ELECTION WORKER
TAX OR EMP ID SSN123456789 1099 REPORTABLE (Y/N) Y

VENDOR EMAIL/CONTACT _____ PHONE _____ EXT _____

VENDOR SHORT NAME JOHN DOE_____
VENDOR NOTES _____
_____
_____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDAT QUIT SUBMT ERRS BASE PFKYS HELP

```

Add Vendor Example: Estate/Trusts

```

FDE 505-20:  CHANGE VENDOR                                B 1666825 S 0001

  VENDOR NUMBER _____ BATCH EFF DATE 03/08/2013
  DOCUMENT NUMBER _____
  SOURCE RD CODE _____ ACTIVE (Y/N) _

VENDOR LEGAL NAME THE ESTATE OF JOHN DOE_____
DBA NAME/ADDRESS _____
VENDOR ADDRESS 12345 LENA LOOP RD_____
CITY JUNEAU_____ STATE AK ZIP CODE 99801 - 8307

BUSINESS TYPE EST  ESTATE/TRUSTS          VENDOR CLASS MI  MISCELLANEOUS
TAX OR EMP ID EIN123456789          1099 REPORTABLE (Y/N) Y

VENDOR EMAIL/CONTACT _____ PHONE ____ 000 0000 EXT ____

VENDOR SHORT NAME ESTATE OF JOHN DOE___
VENDOR NOTES _____
_____
_____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDAT QUIT          SUBMT ERRS  BASE                PFKYS                HELP

```

Add Vendor Example: Foreign Entity

```

FDE 505-10:  ADD VENDOR                                B 1666580 S 0001

  VENDOR NUMBER _____ BATCH EFF DATE 08/25/2011
  DOCUMENT NUMBER _____
  SOURCE RD CODE _____ ACTIVE (Y/N) Y

VENDOR LEGAL NAME AIR CANADA_____
DBA NAME/ADDRESS 40 DAY ST STE 400_____
VENDOR ADDRESS CALGARY ALBERTA M5J 2X2_____
CITY CANADA_____ STATE ____ ZIP CODE ____ - ____

BUSINESS TYPE FGN  FOREIGN ENTITY          VENDOR CLASS MI  MISCELLANEOUS
TAX OR EMP ID _____          1099 REPORTABLE (Y/N) N

VENDOR EMAIL/CONTACT _____ PHONE ____ _ _ _ _ EXT ____

VENDOR SHORT NAME AIR CANADA_____
VENDOR NOTES _____
_____
_____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDAT QUIT          SUBMT ERRS  BASE                PFKYS                HELP

```

Add Vendor Example: Government Entity

```

FDE 505-20:  CHANGE VENDOR                                B 1666825 S 0001

  VENDOR NUMBER _____ BATCH EFF DATE 03/08/2013
  DOCUMENT NUMBER _____
  SOURCE RD CODE _____ ACTIVE (Y/N) _

VENDOR LEGAL NAME ANCHORAGE SCHOOL DISTRICT_____
DBA NAME/ADDRESS  NORTH ANCHORAGE HIGH SCHOOL_____
VENDOR ADDRESS   13400 ELMORE RD_____
                  CITY ANCHORAGE_____ STATE AK ZIP CODE 99516 - 3607

BUSINESS TYPE GOV  FED/STATE/LOCAL      VENDOR CLASS MI  MISCELLANEOUS
TAX OR EMP ID  EIN123456789             1099 REPORTABLE (Y/N) N

VENDOR EMAIL/CONTACT _____ PHONE ____ 000 0000 EXT ____

VENDOR SHORT NAME NORTH ANCHORAGE HIGH
VENDOR NOTES _____
                  _____
                  _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDAT QUIT          SUBMT ERRS  BASE                                PFKYS          HELP

```

Add Vendor Example: Corporation (General)

```

FDE 505-10:  ADD VENDOR                                B 1666581 S 0001

  VENDOR NUMBER _____ BATCH EFF DATE 08/26/2011
  DOCUMENT NUMBER _____
  SOURCE RD CODE _____ ACTIVE (Y/N) Y

VENDOR LEGAL NAME ARCTIC OFFICE SUPPLIES_____
DBA NAME/ADDRESS  _____
VENDOR ADDRESS   PO BOX 123456_____
                  CITY ANCHORAGE_____ STATE AK ZIP CODE 12345 - 1234

BUSINESS TYPE INC  GENERAL CORPORATION      VENDOR CLASS MI  MISCELLANEOUS
TAX OR EMP ID  EIN123456789             1099 REPORTABLE (Y/N) N

VENDOR EMAIL/CONTACT _____ PHONE ____ _ _ _ _ EXT ____

VENDOR SHORT NAME ARCTIC OFFICE SUPPLI
VENDOR NOTES _____
                  _____
                  _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDAT QUIT          SUBMT ERRS  BASE                                PFKYS          HELP

```

Add Vendor Example: Limited Liability Corporation

```

FDE 505-10:  ADD VENDOR                                     B 1666581 S 0001

  VENDOR NUMBER _____ BATCH EFF DATE 08/26/2011
  DOCUMENT NUMBER _____
  SOURCE RD CODE _____ ACTIVE (Y/N) Y

VENDOR LEGAL NAME ZERO AIR LLC _____
DBA NAME/ADDRESS _____
VENDOR ADDRESS PO BOX 123456 _____
CITY ANCHORAGE _____ STATE AK ZIP CODE 12345 - 1234

BUSINESS TYPE LLC LIMITED LIABILITY CO VENDOR CLASS MI MISCELLANEOUS
TAX OR EMP ID EIN123456789 1099 REPORTABLE (Y/N) Y

VENDOR EMAIL/CONTACT _____ PHONE _____ EXT _____

VENDOR SHORT NAME ZERO AIR LLC _____
VENDOR NOTES _____
_____
_____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDAT QUIT SUBMT ERRS BASE PFKYS HELP

```

Add Vendor Example: Single Member LLC

```

FDE 505-10:  ADD VENDOR                                     B 1666779 S 0001

  VENDOR NUMBER _____ BATCH EFF DATE 05/25/2012
  DOCUMENT NUMBER _____
  SOURCE RD CODE _____ ACTIVE (Y/N) Y

VENDOR LEGAL NAME JOHN DOE _____
DBA NAME/ADDRESS DBA ZERO AIR LLC _____
VENDOR ADDRESS PO BOX 123456 _____
CITY ANCHORAGE _____ STATE AK ZIP CODE 12345 - 1234

BUSINESS TYPE LLC LIMITED LIABILITY CO VENDOR CLASS MI MISCELLANEOUS
TAX OR EMP ID SSN123456789 1099 REPORTABLE (Y/N) Y

VENDOR EMAIL/CONTACT _____ PHONE _____ 000 0000 EXT _____

VENDOR SHORT NAME ZERO AIR LLC _____
VENDOR NOTES SINGLE MEMBER LLC WITH SSN _____
_____
_____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDAT QUIT SUBMT ERRS BASE PFKYS HELP

```

NOTE: If Single Member LLC has an EIN, the Tax ID should be **EIN123456789** and Line 1 of the **VENDOR NOTES** field should say **SINGLE MEMBER LLC WITH EIN**.

Add Vendor Example: Legal Services Corporation

```

FDE 505-10:  ADD VENDOR                                B 1666581 S 0001

  VENDOR NUMBER _____ BATCH EFF DATE 08/26/2011
  DOCUMENT NUMBER _____
  SOURCE RD CODE _____ ACTIVE (Y/N) Y

VENDOR LEGAL NAME LAW OFFICE OF DEWEY CHEATEM AND HOWE_____
DBA NAME/ADDRESS _____
VENDOR ADDRESS PO BOX 123456_____
CITY FAIRBANKS_____ STATE AK ZIP CODE 12345 - 1234

BUSINESS TYPE LSC  LEGAL SVC CORP          VENDOR CLASS MI  MISCELLANEOUS
TAX OR EMP ID EIN123456789          1099 REPORTABLE (Y/N) Y

VENDOR EMAIL/CONTACT _____ PHONE _____ EXT _____

VENDOR SHORT NAME LAW OFFICE OF DEWEY_
VENDOR NOTES _____
_____
_____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDAT QUIT          SUBMT ERRS  BASE                PFKYS          HELP

```

Add Vendor Example: Medical Services Corporation

```

FDE 505-10:  ADD VENDOR                                B 1666598 S 0001

  VENDOR NUMBER _____ BATCH EFF DATE 09/21/2011
  DOCUMENT NUMBER _____
  SOURCE RD CODE _____ ACTIVE (Y/N) Y

VENDOR LEGAL NAME JUNEAU FAMILY MEDICAL CARE_____
DBA NAME/ADDRESS _____
VENDOR ADDRESS PO BOX 123456_____
CITY JUNEAU_____ STATE AK ZIP CODE 12345 - 1234

BUSINESS TYPE MSC  MEDICAL SVC CORP          VENDOR CLASS MI  MISCELLANEOUS
TAX OR EMP ID EIN123456789          1099 REPORTABLE (Y/N) Y

VENDOR EMAIL/CONTACT _____ PHONE _____ EXT _____

VENDOR SHORT NAME JUNEAU FAMILY MEDICA
VENDOR NOTES _____
_____
_____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDAT QUIT          SUBMT ERRS  BASE                PFKYS          HELP

```

Add Vendor Example: Non Employee

```

FDE 505-10:  ADD VENDOR                                B 1666617 S 0001

  VENDOR NUMBER _____ BATCH EFF DATE 11/03/2011
  DOCUMENT NUMBER _____
  SOURCE RD CODE _____ ACTIVE (Y/N) Y

VENDOR LEGAL NAME JOHN DOE_____
DBA NAME/ADDRESS _____
VENDOR ADDRESS PO BOX 123456_____
CITY FAIRBANKS_____ STATE AK ZIP CODE 12345 - 1234

BUSINESS TYPE NEE NON EMPLOYEE VENDOR CLASS MI MISCELLANEOUS
TAX OR EMP ID SSN123456789 1099 REPORTABLE (Y/N) Y

VENDOR EMAIL/CONTACT _____ PHONE _____ EXT _____

VENDOR SHORT NAME JOHN DOE_____
VENDOR NOTES _____
_____
_____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDAT QUIT SUBMT ERRS BASE PFKYS HELP

```

Add Vendor Example: Nonprofit Corporation

```

FDE 505-10:  ADD VENDOR                                B 1666618 S 0001

  VENDOR NUMBER _____ BATCH EFF DATE 11/21/2011
  DOCUMENT NUMBER _____
  SOURCE RD CODE _____ ACTIVE (Y/N) Y

VENDOR LEGAL NAME ALASKA ZOO_____
DBA NAME/ADDRESS _____
VENDOR ADDRESS PO BOX 123456_____
CITY FAIRBANKS_____ STATE AK ZIP CODE 12345 - 1234

BUSINESS TYPE NPC NONPROFIT CORP VENDOR CLASS MI MISCELLANEOUS
TAX OR EMP ID EIN123456789 1099 REPORTABLE (Y/N) N

VENDOR EMAIL/CONTACT _____ PHONE _____ EXT _____

VENDOR SHORT NAME ALASKA ZOO_____
VENDOR NOTES _____
_____
_____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDAT QUIT SUBMT ERRS BASE PFKYS HELP

```

Add Vendor Example: Partnership

```

FDE 505-10:  ADD VENDOR                                B 1666581 S 0001
VENDOR NUMBER _____ BATCH EFF DATE 08/26/2011
DOCUMENT NUMBER _____
SOURCE RD CODE _____ ACTIVE (Y/N) Y
VENDOR LEGAL NAME AFFORDABLE BOAT REPAIR_____
DBA NAME/ADDRESS _____
VENDOR ADDRESS PO BOX 123456_____
CITY JUNEAU_____ STATE AK ZIP CODE 12345 - 1234
BUSINESS TYPE PAR PARTNERSHIP/LLP VENDOR CLASS MI MISCELLANEOUS
TAX OR EMP ID EIN123456789 1099 REPORTABLE (Y/N) Y
VENDOR EMAIL/CONTACT _____ PHONE _____ EXT _____
VENDOR SHORT NAME AFFORDABLE BOAT REPA
VENDOR NOTES _____
_____
_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDAT QUIT SUBMT ERRS BASE PFKYS HELP
    
```

SECTION 10: VENDORS, ADD AND CHANGE VENDOR SCREEN EXAMPLES

Add Vendor Example: Petty Cash/Change Fund Custodian

```

FDE 505-10:  ADD VENDOR                                     B 1666581 S 0001

  VENDOR NUMBER _____ BATCH EFF DATE 08/26/2011
  DOCUMENT NUMBER _____
  SOURCE RD CODE _____ ACTIVE (Y/N) Y

VENDOR LEGAL NAME PCF JANE DOE_____
DBA NAME/ADDRESS _____
VENDOR ADDRESS 550 W 7TH AVE STE 1700_____
CITY ANCHORAGE_____ STATE AK ZIP CODE 99501 - 3569

BUSINESS TYPE PCF PETTYCASH/CHANGE FND VENDOR CLASS PC PETTY CASH CUSTODIAN
TAX OR EMP ID EMP123456_____ 1099 REPORTABLE (Y/N) N

VENDOR EMAIL/CONTACT _____ PHONE _____ EXT _____

VENDOR SHORT NAME PCF JANE DOE_____
VENDOR NOTES JUNEAU GOVERNOR'S OFFICE_____
LC 50912345_____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDAT QUIT SUBMT ERRS BASE PFKYS HELP
  
```

Add Vendor Example: State Employee

```

FDE 505-10:  ADD VENDOR                                     B 1666581 S 0001

  VENDOR NUMBER _____ BATCH EFF DATE 08/26/2011
  DOCUMENT NUMBER _____
  SOURCE RD CODE _____ ACTIVE (Y/N) Y

VENDOR LEGAL NAME JANE DOE_____
DBA NAME/ADDRESS _____
VENDOR ADDRESS PO BOX 123456_____
CITY JUNEAU_____ STATE AK ZIP CODE 12345 - 1234

BUSINESS TYPE SEE STATE EMPLOYEE VENDOR CLASS SE STATE EMPLOYEE
TAX OR EMP ID EMP123456_____ 1099 REPORTABLE (Y/N) N

VENDOR EMAIL/CONTACT _____ PHONE _____ EXT _____

VENDOR SHORT NAME JANE DOE_____
VENDOR NOTES _____
_____
_____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDAT QUIT SUBMT ERRS BASE PFKYS HELP
  
```

Add Vendor Example: Sole Proprietor

```

FDE 505-10:  ADD VENDOR                                B 1666598 S 0001
  VENDOR NUMBER _____ BATCH EFF DATE 09/21/2011
  DOCUMENT NUMBER _____
  SOURCE RD CODE _____ ACTIVE (Y/N) Y
VENDOR LEGAL NAME JANE DOE_____
DBA NAME/ADDRESS DBA ALASKA HAIR DESIGN AND MAKEUP_____
VENDOR ADDRESS 123456 PINE ST_____
CITY JUNEAU_____ STATE AK ZIP CODE 12345 - 1234
BUSINESS TYPE SOL SOLE PROPRIETOR VENDOR CLASS MI MISCELLANEOUS
TAX OR EMP ID EIN123456789 1099 REPORTABLE (Y/N) Y
VENDOR EMAIL/CONTACT _____ PHONE _____ EXT _____
VENDOR SHORT NAME ALASKA HAIR DESIGN____
VENDOR NOTES _____
_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDAT QUIT SUBMT ERRS BASE PFKYS HELP

```

Add Vendor Example: Parent Company/Subsidiary of Parent Company

```

FDE 505-10:  ADD VENDOR                                B 1666599 S 0001
  VENDOR NUMBER _____ BATCH EFF DATE 09/21/2011
  DOCUMENT NUMBER _____
  SOURCE RD CODE _____ ACTIVE (Y/N) Y
VENDOR LEGAL NAME ALASKA CENTRAL EXPRESS_____
DBA NAME/ADDRESS DBA ACE AIR CARGO_____
VENDOR ADDRESS PO BOX 123456_____
CITY ANCHORAGE_____ STATE AK ZIP CODE 12345 - 1234
BUSINESS TYPE INC GENERAL CORPORATION VENDOR CLASS MI MISCELLANEOUS
TAX OR EMP ID EIN123456789 1099 REPORTABLE (Y/N) N
VENDOR EMAIL/CONTACT _____ PHONE _____ EXT _____
VENDOR SHORT NAME ACE AIR CARGO____
VENDOR NOTES _____
_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDAT QUIT SUBMT ERRS BASE PFKYS HELP

```

Change Vendor Example: Address Change**Existing record:**

```

INQ-VM:  VENDOR DETAIL                                DATE: 11/21/2011
VENDOR NUMBER: AAT92248      ACTIVE? YES             DATE LAST ACTIVITY: 09/01/2011

VENDOR LEGAL NAME: J & M ALASKA AIR TOURS INC
DBA NAME/ADDRESS: DBA ALASKA AIR TRANSIT
VENDOR ADDRESS: 2331 MERRILL FLD DR
CITY: ANCHORAGE                                STATE: AK ZIP: 99501-4121

BUSINESS TYPE: INC GENERAL CORPORATION            VENDOR CLASS: MI
TAX OR EMP ID: ██████████                       1099 REPORTABLE? NO

VENDOR EMAIL/CONTACT: ALASKAAIRTRANSIT@ALASKA.NET    EDI STATUS: NOT SET UP
PHONE: (907)276-5422 EXT:

ACCEPTS CREDIT CARD? YES

VENDOR SHORT NAME: AK AIR TRANSIT
VENDOR NOTES: ALASKA AIR TRANSIT

INC PER VENDOR
ENTER VENDOR NUMBER FOR NEXT DETAIL==> _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                                WREF                                PFKYS                                HELP

```

Change vendor transaction to change address on existing record:

```

FDE 505-20:  CHANGE VENDOR                                B 1666607 S 0002
VENDOR NUMBER AAT92248                                BATCH EFF DATE 09/29/2011
DOCUMENT NUMBER _____
SOURCE RD CODE _____ ACTIVE (Y/N) _
VENDOR LEGAL NAME _____
DBA NAME/ADDRESS _____
VENDOR ADDRESS PO BOX 100
CITY FAIRBANKS _____ STATE AK ZIP CODE 99701 - 0100

BUSINESS TYPE _____ VENDOR CLASS _____
TAX OR EMP ID _____ 1099 REPORTABLE (Y/N) _
VENDOR EMAIL/CONTACT _____ PHONE _____ EXT _____
VENDOR SHORT NAME _____
VENDOR NOTES _____
_____
_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDAT QUIT                                SUBMT ERRS  BASE                                PFKYS                                HELP

```

Change Vendor Example: Re-activating a record**Existing record:**

```

INQ-VM:  VENDOR DETAIL                                DATE: 11/03/2011
VENDOR NUMBER: ASD00054      ACTIVE? NO              DATE LAST ACTIVITY: 04/27/2010

VENDOR LEGAL NAME: ANCHORAGE SCHOOL DISTRICT
DBA NAME/ADDRESS: DBA SOUTH ANCHORAGE HIGH SCHOOL
VENDOR ADDRESS: 13400 ELMORE RD
CITY: ANCHORAGE                                STATE: AK ZIP: 99516-3607

BUSINESS TYPE: GOV FED/STATE/LOCAL                VENDOR CLASS: MI
TAX OR EMP ID: [REDACTED]                          1099 REPORTABLE? NO

VENDOR EMAIL/CONTACT: BOB CHRISTAL, SUPERINTENDENT    EDI STATUS: NOT SET UP
PHONE: (907)742-6200 EXT:

ACCEPTS CREDIT CARD?

VENDOR SHORT NAME: SOUTH ANCHORAGE HIGH
VENDOR NOTES: SOUTH ANCHORAGE HIGH SCHOOL
SUB OF ANCHORAGE SCHOOL DISTRICT
GOVT ENTITY
ENTER VENDOR NUMBER FOR NEXT DETAIL==> [REDACTED]
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT                                WREF                                PFKYS                                HELP

```

Change vendor transaction to re-activate existing record:

```

FDE 505-20:  CHANGE VENDOR                                B 1666607 S 0002
VENDOR NUMBER ASD00054                                BATCH EFF DATE 09/29/2011
DOCUMENT NUMBER _____
SOURCE RD CODE _____ ACTIVE (Y/N) Y
VENDOR LEGAL NAME _____
DBA NAME/ADDRESS _____
VENDOR ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____ - _____
BUSINESS TYPE _____ VENDOR CLASS _____
TAX OR EMP ID _____ 1099 REPORTABLE (Y/N) _____
VENDOR EMAIL/CONTACT _____ PHONE _____ EXT _____
VENDOR SHORT NAME _____
VENDOR NOTES _____
_____
_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDAT QUIT                                SUBMT ERRS BASE                                PFKYS                                HELP

```

**Change Vendor Example: Change in ownership where
changed occurred in current tax year**

Existing record:

```

INQ-VM:  VENDOR DETAIL                                DATE: 11/21/2011
VENDOR NUMBER: AAT92248      ACTIVE? YES            DATE LAST ACTIVITY: 09/01/2011

VENDOR LEGAL NAME: J & M ALASKA AIR TOURS INC
DBA NAME/ADDRESS: DBA ALASKA AIR TRANSIT
VENDOR ADDRESS: 2331 MERRILL FLD DR
CITY: ANCHORAGE                                STATE: AK ZIP: 99501-4121

BUSINESS TYPE: INC GENERAL CORPORATION           VENDOR CLASS: MI
TAX OR EMP ID: [REDACTED]                       1099 REPORTABLE? NO

VENDOR EMAIL/CONTACT: ALASKAAIRTRANSIT@ALASKA.NET    EDI STATUS: NOT SET UP
PHONE: (907)276-5422 EXT:

ACCEPTS CREDIT CARD? YES

VENDOR SHORT NAME: AK AIR TRANSIT
VENDOR NOTES: ALASKA AIR TRANSIT

INC PER VENDOR
ENTER VENDOR NUMBER FOR NEXT DETAIL==> _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT                                WREF                                PFKYS                                HELP

```

Change vendor transaction to inactivate existing record, documenting date of ownership change, and cross-referencing to new Tax ID in VENDOR NOTES field:

```

FDE 505-20:  CHANGE VENDOR                                B 1666607 S 0002

VENDOR NUMBER AAT92248      BATCH EFF DATE 09/29/2011
DOCUMENT NUMBER _____
SOURCE RD CODE _____ ACTIVE (Y/N) N ←
VENDOR LEGAL NAME _____
DBA NAME/ADDRESS _____
VENDOR ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____ -

BUSINESS TYPE _____ VENDOR CLASS _____
TAX OR EMP ID _____ 1099 REPORTABLE (Y/N) _

VENDOR EMAIL/CONTACT _____ PHONE _____ EXT _____

VENDOR SHORT NAME _____
VENDOR NOTES CHANGE IN OWERNSHIP EFF OCT 2011
NEW EIN 12-3456789
←

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDAT QUIT                                SUBMT ERRS BASE                                PFKYS                                HELP

```

SECTION 10: VENDORS, ADD AND CHANGE VENDOR SCREEN EXAMPLES

Add vendor transaction documenting new owner on **VENDOR LEGAL NAME field as well as date of ownership change and cross-referencing to the old PVN in **VENDOR NOTES** field:**

```
FDE 505-10:  ADD VENDOR                                B 1666607 S 0002
VENDOR NUMBER _____ BATCH EFF DATE 09/29/2011
DOCUMENT NUMBER _____
SOURCE RD CODE _____ ACTIVE (Y/N) Y
VENDOR LEGAL NAME T & F ALASKA BLUE SKY INC _____
DBA NAME/ADDRESS DBA ALASKA AIR TRANSIT _____
VENDOR ADDRESS 2331 MERRILL FLD DR _____
CITY ANCHORAGE _____ STATE AK ZIP CODE 99501 - 4121
BUSINESS TYPE INC GENERAL CORPORATION VENDOR CLASS MI MISCELLANEOUS
TAX OR EMP ID EIN123456789 1099 REPORTABLE (Y/N) N
VENDOR EMAIL/CONTACT _____ PHONE _____ EXT _____
VENDOR SHORT NAME ALASKA AIR TRANSIT _____
VENDOR NOTES CHANGE IN OWNERSHIP EFF OCT 2011 _____
                OLD PVN AAT92248 _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDAT QUIT      SUBMT ERRS  BASE                                PFKYS      HELP
```